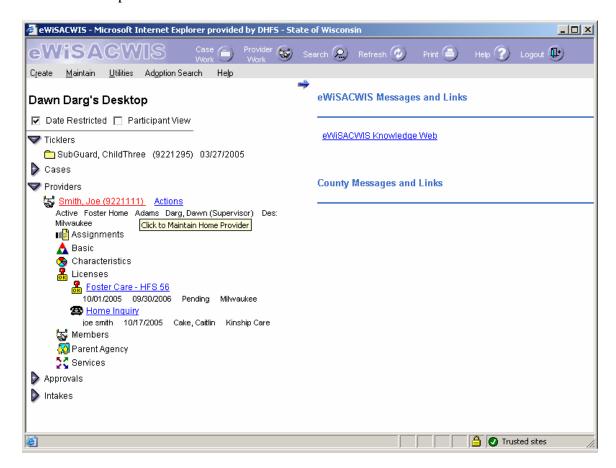
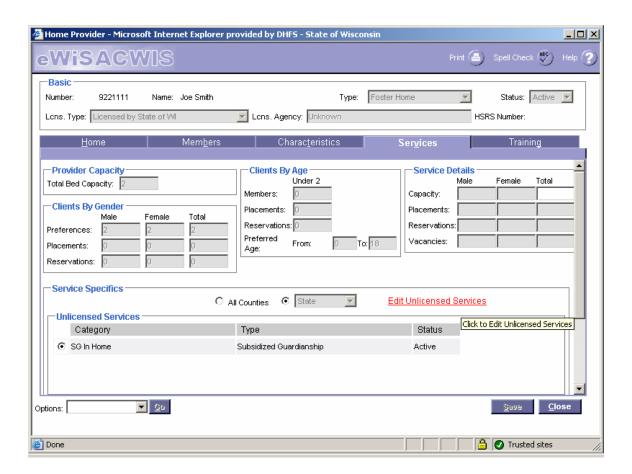
## **Editing Unlicensed Services Types**

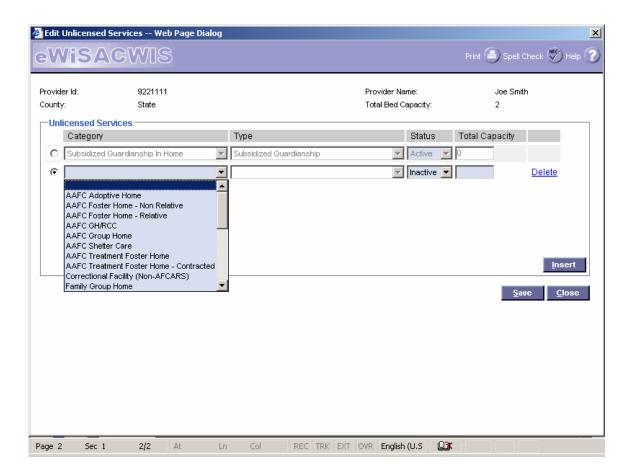
1. From the desktop, select the provider which needs updating. Click on the provider's name.



2. The Home Provider page will display. Go to the Services tab. In the Specific Services Group Box there are two radio buttons. By selecting the All Counties radio button, all Service Types for that provider will be shown. By selecting the other radio button and selecting a county from the drop down list, only Services Types that are specific for that county and provider will appear. Select the Edit Unlicensed Services hyperlink in the Services Specific group box. \*Note, the provider does not have to have an active license in order to update unlicensed services.



3. Use the Insert button to add a new row in the Unlicensed Services Group Box. Use the drop down values to add specific Service Category, Type, and Status to that provider. The Total Capacity does not need to be updated. It should remain blank. The Delete hyperlink will allow the service row to be deleted.



4. Select Save and Close. The record has been updated.

